

TREASURER-TAX COLLECTOR

POLICY DESCRIPTION FORM

Department/Group: Treasurer Tax Collector Budget Code: AAA-TTX
 Title: Tax Sales

PRIORITY: Rank 3 of 4 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

This Clerk II position is 100% funded from tax sale revenue. During 2002-03, the Department budgeted to sell approximately 1,600 properties at tax sale but actually sold approximately 3,400 properties. Based on the success of tax sales in 2002-03, the County Treasurer-Tax Collector intends to continue to aggressively return tax-defaulted properties to the tax roll through increased tax sales in 2003-04. In fact, the department plans to auction approximately 5,500 properties in 2003-04.

The increased volume of properties sold has naturally increased the workload of the Tax Sale section of the department, which is currently staffed by three positions. An additional Clerk II is therefore needed to process the increased letters and notices to parties of interest and buyers.

The Treasurer-Tax Collector did not fill this Clerk II position approved with the FY 2002-03 budget. The department did not ask for a waiver of the soft or hard freeze for this position in 2002-03 because the volume of tax sales was not expected in 2002-03.

The numbers included on this form were included in our originally submitted FY 2003-04 budget.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 32,002	\$ 32,962

CLASSIFICATIONS

Budgeted Staff	Title	Amount
1.0	Clerk II	32,002

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

Item	Amount
_____	_____
_____	_____

Reimbursements (specify) _____

Total: \$ 32,002 \$ 32,962

REVENUE (specify source)

9265 - Tax Sale 32,002 32,962

Total: \$ 32,002 \$ 32,962

LOCAL COST \$ 0 \$ 0